

Payroll Dialog Minutes 12/13/2006 Council Chambers

Introduction

- Jeff provided information about Payroll's website. It will offer dialog minutes, PeopleSoft and Kronos information, and policies and procedures.

Compensation of Overtime - Yvonne

Whenever non-exempt employees use leave on a day in which overtime is worked, overtime is posted at the straight-time rate until the member reaches 8 productive work hours (10 productive work hours for a 4/10 member).

For example – An employee scheduled to work from 8 a.m. to 5 p.m. with an hour lunch has a 2 hour doctor's appointment in the morning, comes into work @ 10 and works till 8:00 PM. The employee is due:

- 2 hours Doctor Appointment S01_A
- 6 hours Regular Pay R01
- 2 hours Straight-time Overtime X10/Y10 (cash or compensatory time)
- 1 hour Time and one-half Overtime X15/Y15 (cash or compensatory time)

The exceptions are: Leave for OJI appointments and Call Back. OJI appointments are counted as hours worked for the purpose of calculating overtime rate. Call Back is always paid at 1.5 overtime.

HR – EAF's – Carrie Todd & Charon McKinley

- EAF's are to be turned in by Tuesday after Payday unless otherwise specified
- All new employees need to be fingerprinted and all "new hire" paperwork to be completed.
- Make sure all paperwork is signed by appropriate personnel
- If hiring or promoting at a higher step a justification memo is to be completed and attached to the EAF.

New Year's Holiday Schedule – Steven

- PSoft Users – system will shut down @ 9 p.m. 12/31/2006
 - All reports are to be turned in by 1/1/07 @ 9 a.m.
- Kronos Users – sign-off authorization given to Jeff or Steve by 12/31/06 @ 5 p.m.
 - Sign-off will be completed by 9 a.m. on 1/1/07